GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

ITE&C Department – IT Promotion - Andhra Pradesh Information Technology (IT) Policy 2021-24 – Operational Guidelines for Implementation - Orders – Issued.

INFORMATION TECHNOLOGY, ELECTRONICS & COMMUNICATIONS (PROMOTIONS) DEPARTMENT

G.O.Ms.No.1 **Date: 13.03.2024**
Read the following

1. G.O. Ms. No. 6, ITE&C (Promotions) Department, dated 16.07.2021

****

ORDER:

In the G.O. 1st read above, the Government have issued orders to introduce the Andhra Pradesh Information Technology (IT) Policy 2021-2024 offering a set of incentives to boost the Information Technology/ Information Technology enabled Services (IT/ ITeS) sector in Andhra Pradesh and generate large scale local employment in IT/ IT Enabled Services, with specific focus on innovation and emerging technologies.

The Government after careful examination, hereby accord its approval for the Operational Guidelines for Andhra Pradesh Information Technology (IT) Policy 2021-24 as appended to these orders.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

KONA SASIDHAR
SECRETARY TO GOVERNMENT

// FORWARDED :: BY ORDER //

SECTION OFFICER

13/3/24

To:
All the Departments of Secretariat
The Secretary to Govt., Industries & Commerce Department, Government of Andhra Pradesh
The Commissioner and I.G., Stamps and Registration, Vijayawada
The Vice Chairman and Managing Director, APIIC, Mangalagiri
The Director, Industries& Commerce, Andhra Pradesh
The Commissioner, Information and Public Relations, Andhra Pradesh
The Member Secretary, A.P. Pollution Control Board, Andhra Pradesh
The Chairman & MD, AP TRANSCO, Vijayawada
The Managing Director, APCPDCL/APEPDCL /APSPDCL
The Commissioner, Labour, Andhra Pradesh

The Vice Chairman, VUDA/TUDA/VGTMUDA
All the District Collectors & Magistrates, Andhra Pradesh
All the Municipal Commissioners, Andhra Pradesh
The Development Commissioner, VSEZ, Visakhapatnam
The Director, STPI, Andhra Pradesh
The MD, APTS, Vijayawada
The Group CEO, APEITA

Copy to:
The Secretary, Ministry of Electronics & Information Technology (MeitY), Government of India
The Chief Minister's Office, Government of Andhra Pradesh
PS to Chief Secretary to Government of Andhra Pradesh
PS to Prl. Finance Secretary, Government of Andhra Pradesh
OSD to Minister for III&C, ITE&C, SD&T, Government of Andhra Pradesh
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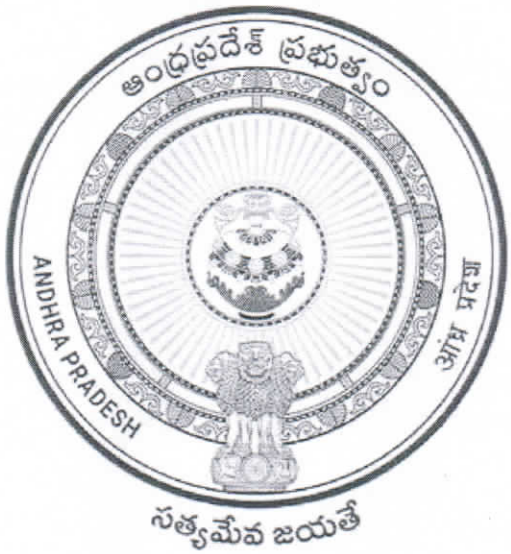

Operational Guidelines for Implementation of Andhra Pradesh Information Technology (IT) Policy 2021-2024

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1. INTRODUCTION

The Indian IT/ ITeS industry has witnessed an unprecedented CAGR of approx. 19% between 2000-2018. Both the central and state governments have played a significant role in the development of the ecosystem. Further, internet and mobile penetration into tier – II cities and rural areas have enabled establishment of low-cost centers taking the IT industry to every corner of the country. In order to take advantage of this opportunity and create large scale employment as well as to foster a culture of entrepreneurship, with a specific focus on innovation and emerging technologies, the Government of Andhra Pradesh has released the AP Information Technology (IT) Policy 2021-24 addressing the current needs of the industry. This document outlines the procedure for reimbursement of incentives and subsidies to IT industry under the Policy.

2. AREA OF OPERATION

The policy is applicable for the projects which are operating in the State of Andhra Pradesh.

3. COMMENCEMENT AND DURATION OF THE POLICY

The policy will be in operation from 01.04.2021 to 31.03.2024 (inclusive of both dates), with modifications as may be brought about during the operation of this scheme. The policy will be applicable to the projects which are approved during the policy period.

4. DEFINITIONS

4.1. A FOREIGN IT COMPANY

A foreign IT company is a company with its headquarters outside India.

4.2. A MULTI-NATIONAL CORPORATION (MNC)

A MNC has facilities and assets in at least one country other than its home country.

4.3. ADVANCED TECHNOLOGIES

Advanced technologies refer to latest industry 4.0 technologies and applications such as Internet of Things (IoT), Animation, Visual Effects, Gaming and Comics (AVGC), Cyber Security, Block chain, Cloud computing, Augmented Reality (AR)/ Virtual Reality (VR), Artificial Intelligence (AI), Machine Learning (ML) etc.

4.4. AN INDIAN IT COMPANY

An Indian IT company is defined as a company registered under the Companies Act, 1956 and its amendments, in India with headquarters in India. "IT firms" and "IT enterprises" mentioned in this policy have the same meaning as "IT company" and are interchangeable.

4.5. APPROVED PROJECT COST

Approved Project Cost means, the cost of the project on different components as approved by the term loan lending institution or in case of joint financing, by the lead term loan lending institution. The Appraised Project Cost by the Scheduled Commercial Banks/ Financial Institutions recognized by Reserve Bank of India for the purpose of sanction of term loan would be treated as the Approved Project Cost. In respect of self-financed projects, the Approved Project Cost will need to be certified by Empaneled Chartered Accountant/ Chartered Engineer, and the cost of the individual elements should be validated by the latest audited financial statements of the firm.

4.6. BC ENTERPRISE

BC enterprise is an enterprise with 100 percent Backward Class (BC) entrepreneurs. BC entrepreneur refers to a person hailing from Andhra Pradesh and belonging to BC Category as notified by the Government of Andhra Pradesh from time to time.

4.7. BREAK IN OPERATIONS

The IT industry obtaining incentives should be in continuous operation for a period of six (6) years in respect of MSMEs and eight (8) years in respect of large & mega enterprises from the (DCO) Date of Commencement of operations failing which all incentives/ concessions sanctioned are liable to be cancelled and the incentives/ concessions already availed are liable for recovery. In this regard, APEITA should monitor the progress of these enterprises and submit report to the CCITEI on a yearly basis. Break-in-operation up to a period of three (3) years due to the reasons beyond its control such as shortage of input parameters, power and change of management, etc. may be approved by CCITEI on merits. Any break-in-operation will result in extending the continuous operation period requirement, by the period of such break.

Any break in operation during COVID-19 lock down/ natural calamities will be considered as deemed condonation period.

4.8. BUSINESS PROCESS MANAGEMENT (BPM)

BPM refers to functionalities including process modeling, generation of applications, performance monitoring, Enterprise Application Integration (EAI), Business Process Outsourcing (BPO), Knowledge Process Outsourcing (KPO) etc.

4.9. CCITEI

CCITEI is an empowered 'Consultative Committee for the IT and Electronics Industry' constituted by the Government of Andhra Pradesh with the representatives of the Government and the industry.

4.10. CONTINUOUS OPERATIONS

Continuous operations means continuous working of an IT industry on approved lines for a minimum period of six (6) years for MSMEs and eight (8) years for large & Mega enterprises without any break in operations. If any enterprise is not in operation/ working

for more than 90 days continuously, then it shall be treated as break in operations and not in continuous working.

4.11. DATE OF COMMENCEMENT OF COMMERCIAL OPERATIONS (DCO)

DCO is the date on which commercial operations are started, subject to furnishing of the first sale bill/ commercial invoice.

4.12. DATE OF HANDING OVER OF LAND/ PLUG AND PLAY SPACE

Date of handing over of land/ plug and play space is the date on which physical possession is given to the project proponent by the ITE&C department or any of its corporations/ agencies or Andhra Pradesh Industrial Infrastructure Corporation (APIIC) or any other authorized agency nominated by the Government or a legal public/ private entity.

4.13. ENTRY-LEVEL IT PROFESSIONAL/ JOB

Entry level IT professional/ job is defined as an employee whose annual Cost To Company (CTC) is less than INR 5 lakh per annum.

4.14. EXPANSION/ DIVERSIFICATIN OF EXISTING PROJECTS

Expansion: Existing IT Enterprises, setting up expansion projects involving enhancement of Fixed Capital Investment by at least 25% as well as enhancement of direct employment by 25% for the same lines of activity will be eligible for incentives.

Diversification: Existing IT Enterprises making investment for a new product/ line of activity, involving diversification with an enhancement of least 25% of new Fixed Capital Investment as well as enhancement of direct employment by at least 25%, will be eligible for incentives.

4.15. FINANCIAL YEAR

1st April to 31st March of next year

4.16. FIRST HALF YEAR

1st April to 30th September

4.17. FIXED CAPITAL INVESTMENT (FCI)

Fixed Capital Investment means investment on land, building, machinery/ equipment, and other hardware.

4.18. GIG ECONOMY

Gig economy involves large number of people performing freelance work as opposed to permanent jobs and often involves connecting with clients or customers or delivery of services through an online platform

4.19. HIGH-END IT PROFESSIONAL/ JOB

High-end IT professional/ job is defined as an employee whose annual CTC is more than INR 10 lakh per annum.

4.20. INDUSTRIAL AREA LOCAL AUTHORITY (IALA)

A body to promote local self-governance of industrial areas involving the tax payers community in the notified industrial areas in the management/ maintenance of such industrial areas.

4.21. IT CAMPUS

IT Campus refers to a physically contiguous association of locations such as several adjacent office buildings. Such campuses house multiple IT business units of a single organization.

4.22. IT INDUSTRY/ IT PROJECT

IT industry/ IT project refers to IT product development firms, IT services, IT component of back office operations such as accounts and financial services, IT support centers, website services, business process outsourcing, knowledge process outsourcing, data processing, call enters, engineering and design elements of IT infrastructure, medical transcription, legal database processing, digital content development, digital technology component of media and entertainment industry, offsite IT support, geographic information services, IT/ IT Enabled Services components of Human Resources (HR) services, insurance claim processing, payroll processing, revenue accounting, Animation Visual effects, Gaming, Comics (AVGC), data centers, Social, Mobile, Analytics, and Cloud (SMAC), technology aspects of e-Commerce, digital content creation, digital management and technology, natural language computing, telecom, Internet of Things (IoT) and emerging technologies such as Cyber Security, Blockchain, Artificial Intelligence, Machine Learning, etc. This does not include companies engaged in manufacturing of IT/ telecom hardware.

4.23. IT PARK

IT park is a dedicated area comprising of multiple IT industries/ units.

4.24. IT PARK DEVELOPER

IT Park Developer means the real estate infrastructure developer or a builder constructing IT space for sale/ lease or lease-cum-sale for the IT industry.

4.25. MEGA PROJECT

Mega projects are those projects/ enterprises generating direct employment of minimum of 5,000 entry-level IT professionals or equivalent or an investment of at least INR 500 Cr.

4.26. MICRO, SMALL, MEDIUM ENTERPRISE (MSME)

MSME is defined as per the Micro, Small and Medium Enterprises (MSME) Act 2006 of Government of India, and its amendments from time to time.

4.27. MID-LEVEL IT PROFESSIONAL/ JOB

Mid-level IT professional/ job is defined as an employee whose annual CTC is in between INR 5 to 10 lakh per annum.

4.28. MONTH

Calendar Months

4.29. NODAL AGENCY

Andhra Pradesh Electronics and Information Technology Agency (APEITA) is designated as the nodal agency for implementing the AP IT Policy 2021-24.

4.30. ORIGINAL FIXED CAPITAL INVESTMENT

Investments made on fixed capital assets prior to expansion/ diversification will be treated as Original Fixed Capital Investment. While computing this Original Fixed Capital Investment, neither depreciation nor revaluation will be considered. Fixed assets include cost of land, civil works, plant, machinery, and equipment as per the approved project cost.

4.31. PRODUCT DEVELOPEMNT

Product development refers to the development of software products (out of box piece of software or application).

4.32. PRODUCT ENGINEERING SERVICES

Product engineering services refers to engineering consulting activity, by way of using hardware, embedded software and IT services solutions for the designing and development of products across different phases of product engineering from inception to the end of the lifecycle of a product.

4.33. REVISED PROJECT COST

If the Project Cost for the self-financed IT industries is increasing or decreasing by not more than 10%, a self-certification of the revised project cost by the enterprise shall be considered as the revised project cost. If the revised project cost is increasing or decreasing by more than 10% of Project Cost then it will need to be certified by empaneled Chartered Accountant/ Chartered Engineer, and the cost of the individual elements should be validated by the latest audited financial statements of the firm. For enterprises taking a term loan, the revised project cost will need to be certified by the Scheduled Commercial Banks/ Financial Institutions financing the enterprise and recognized by Reserve Bank of India.

4.34. SC/ ST ENTERPRISE

SC/ ST enterprise is an enterprise with 100 percent Scheduled Caste (SC) / Scheduled Tribe (ST) entrepreneurs. SC/ ST entrepreneur refers to a person belonging to SC/ ST Category as notified by the Government of Andhra Pradesh from time to time. All non-statutory concessions granted to S.C. (Hindus) by the State Government including economic support schemes sanctioned by A.P. Scheduled Castes Cooperative Finance Corporation have been extended to Scheduled Caste converts to Christianity and Buddhism as per orders issued in the G.O.Ms.No.341, Social Welfare (PR) Dept. dated 30.8.1977.

4.35. SECOND HALF YEAR

1st October to 31st March of next year

4.36. STARTUP

Startup will be as defined by the Government of India from time to time.

4.37. TELECOMMUNICATIONS SERVICE PROVIDER

Telecommunications service provider includes basic telecom service providers (fixed), cellular (mobile) companies, telecom infrastructure companies, Internet Service Providers (ISPs) and any other value-added services licensed by Department of Communications or Department of Electronics and Information Technology (MeitY), Government of India.

4.38. WOMEN ENTERPRISE

Women enterprise is an enterprise with 100 percent women entrepreneurs, wherein the entrepreneur hailing from Andhra Pradesh would be eligible.

5. COMMON PROCEDURE FOR CLAIMING VARIOUS INCENTIVES

General Rules:

a) Only approved projects of IT industry will be eligible for incentives under the AP IT Policy 2021-24. Companies which do not file complete application for project approval for their project within 6 months from DCO shall not be eligible for incentives.

b) The approved project will be eligible for any incentive only if the IT industry commences commercial operations within 3 (three) years from the date of handing over of land to the enterprise/ industry in the case of land allotment and within one (1) year from the date of handing over of office space in the case of space allotment. However, CCITEI may take a decision extending the timelines based on valid reasons stated by the industry.

c) Further, only those enterprises which fulfill the following criteria are eligible for incentives:

- The enterprise should have a registered/branch office in Andhra Pradesh

- The enterprise/ their manpower contracting agencies should pay and process the provident funds (PF) from Andhra Pradesh and pay professional tax to designated State authorities in Andhra Pradesh

d) The IT industry which wishes to avail incentives shall file separate claim application for each of the incentives they are eligible for, through online incentive portal/ application form as prescribed by APEITA, within the stipulated time frame.

e) Any IT enterprise going for expansion/ diversification, should submit the claim application separately subject to the conditions stipulated at Para No.4.15, otherwise the IT enterprise will be legally and financially treated as the original IT enterprise prior to expansion/ diversification, and the incentives/concessions will be considered from the DCO of the original IT enterprise.

f) All enterprises shall submit Common Application Form (CAF) (Form 1) for applying for the incentives along with relevant form for the specific incentive.

g) The overall incentive amount for each IT enterprise shall be limited to 100% of the approved project cost. The incentives under this policy are in addition to any Government of India incentives which the IT enterprise may be eligible for.

5.1. EMPLOYMENT CREATION INCENTIVE

S. No.	Employment Category	% of reimbursement	Maximum Limit
SC/ ST/ BC/ Women enterprises			
1	High-end IT jobs	15% of CTC	INR 1,50,000 per job
2	Mid-level IT jobs	15% of CTC	INR 1,12,500 per job
3	Entry-level IT jobs	15% of CTC	INR 75,000 per job
Other enterprises			
1	High-end IT jobs	10% of CTC	INR 1,00,000 per job
2	Mid-level IT jobs	10% of CTC	INR 75,000 per job
3	Entry-level IT jobs	10% of CTC	INR 50,000 per job

5.1.1. Only the employment positions completing 1 year of operations in the State shall be eligible for the incentive. Further, each candidate shown against the employment position for which the incentive is being claimed should also have completed 1 year of operations in the State.

5.1.2. Further, to be eligible for this incentive the enterprise should complete at least 1 (one) year of commercial production from DCO and shall submit their first claim in the prescribed application form given at FORM (2) within 6 months from attaining eligibility and for subsequent claims before 30th September of the following financial year to APEITA.

5.1.3. Enterprises will be eligible for this incentive only for the new employment positions created in the state during the dates defined in paragraph 3 of this document.

5.1.4. Further, the IT industry/ enterprise shall create a minimum of 10 direct jobs in the state to be eligible for this incentive.

5.1.5. The incentives shall be disbursed in the three tranches in the ratio of 30%:30%40% after the 1st ,2nd and 3rd years of operations respectively.

5.1.6. Replacement candidates for an employment position for which incentive has already been claimed shall not be eligible for the incentive. Each employment position shall be given incentive only once.

5.1.7. This incentive shall be applicable to all eligible new and expansion/ diversification enterprises, subject to fulfillment of all other conditions stipulated.

5.1.8. SC/ ST/ BC enterprises are required to submit caste certificate of promoters.

5.1.9. Enterprises applying for this incentive shall be required to submit documentation listed in Annexure-A for verification of incentive claim, in addition to the application form.

5.2. WORK FROM HOME INCENTIVE

S.No.	Enterprise Category	% of reimbursement	Maximum Limit
1	IT Enterprise	100%	INR 20,000 per job

5.2.1. The eligible hardware under this incentive is listed below:

- Laptop
- Mouse
- Internet Connection
- Wi-Fi router
- Earphone/ headphone
- Chair
- Desk

5.2.2. Such eligible hardware must be purchased in Andhra Pradesh.

5.2.3. Only the employment positions completing 1 year of operations in the state shall be eligible for the incentive. Further, the candidate shown against the employment position for which the incentive is being claimed should have completed 1 year of operations in the State.

5.2.4. To be eligible for this incentive the enterprise should complete at least 1 (one) year of commercial production from DCO and shall submit their first claim in the prescribed application form given at FORM (3) within 6 months from attaining eligibility and for subsequent claims before 30th September of the following financial year to APEITA.

5.2.5. Enterprises will be eligible for this incentive only for the new employment positions created in the state during the dates defined in paragraph 3 of this document.

5.2.6. Further, the IT industry/ enterprise shall create a minimum of 10 direct jobs in the state to be eligible for this incentive.

5.2.7. Replacement candidates for a given employment position for which incentive has already been claimed shall not be eligible for the incentive. Each employment position shall be given incentive only once.

5.2.8. This incentive shall be applicable to all eligible new and expansion/ diversification enterprises, subject to fulfillment of all other conditions stipulated.

5.2.9. Enterprises applying for this incentive shall be required to submit documentation listed in Annexure-A for verification of incentive claim, in addition to the application form.

5.3. BOOST TO GIG ECONOMY (REIMBURSEMENT FOR IT HARDWARE)

S.No.	Enterprise Category	% of reimbursement	Maximum Limit
1	All gig workers/ freelancers	100%	INR 20,000 per worker

5.3.1. The eligible hardware under this incentive is listed below:

- Laptop
- Mouse
- Internet connection
- Wi-Fi router
- Earphone/ headphone
- Chair
- Desk

5.3.2. Such eligible hardware must be purchased in Andhra Pradesh.

5.3.3. Only the gig workers who register beforehand on APEITA website shall be eligible for incentive, from the date of such registration.

5.3.4. Only the gig workers who have completed 1 year of operations in the state shall be eligible for the incentive.

5.3.5. All eligible gig workers/ freelancers shall submit their claims in the prescribed application form given at FORM (4) within six months from the completion of 1 year of operations in Andhra Pradesh to APEITA.

5.3.6. Gig workers will be eligible for this incentive only for the new works/ gigs executed in the state during the dates defined in paragraph 3 of this document.

5.3.7. Further, the gig worker should have executed works with a minimum value of INR 3 lakhs in the state during the financial year or the claim period, whichever is shorter.

5.3.8. Each gig worker shall be given incentive only once during the eligibility period.

5.3.9. Enterprises applying for this incentive shall be required to submit documentation listed in Annexure-A for verification of incentive claim, in addition to the application form.

5.4. REIMBURSEMENT OF QUALITY CERTIFICATION COSTS

S. No.	Category	% of reimbursement	Maximum Limit
1	Quality certifications	50%	INR 5 lakhs per firm

5.4.1. All eligible enterprises shall submit their claims in the prescribed application form given at FORM (5) within six months from the award of certification.

5.4.2. This incentive is available to IT industry obtaining quality certifications such as Capability Maturity Model Integration (CMMI) level 3 and above, ISO 9001:2015, ISO 27001, domain specific certifications mandated by clients like ITIL (for IT services management), CompTIA, Project Management Institute

(PMI) certifications etc. These certifications will be prescribed by APEITA on a case -by – case basis as the various IT firms cannot be governed by uniform certification/s.

5.4.3. The incentive eligibility is limited to the certification fees paid directly to the certification agency/ body.

5.4.4. Enterprises applying for this incentive shall be required to submit documentation listed in Annexure-A for verification of incentive claim, in addition to the application form.

5.5. TRANSPORT SUBSIDY

S. No.	Category	% of reimbursement	Maximum Limit
1	Transport subsidy	INR 500 per employment per month for 2 years	INR 10 lakhs per firm over 2 years

5.5.1. To be eligible for this incentive the enterprise should complete at least 1 (one) year of commercial production from DCO and shall submit their first claim in the prescribed application form given at FORM (6) within 6 months from attaining eligibility and for subsequent claims before 30th September of the following financial year to APEITA.

5.5.2. All eligible enterprises shall submit their claims in the prescribed application form given at FORM (6) within six months from the completion of 1 year of operations within the State, to APEITA.

5.5.3. Only IT enterprises providing transport facility for its employees from their place of residence to the place of work in AP shall be eligible for this incentive.

5.5.4. The incentive is only applicable on employees/ employment positions utilizing the company transport for commute, and not for those commuting by their own means.

5.5.5. The eligible incentive quantum shall be INR 500 per month per employment position utilizing company transport, limited to actual expenditure on transport by the enterprise or capped to a total of INR 10 lakhs over 2 years, whichever is lower.

5.5.6. Expense incurred on outstation travel is not eligible for incentive.

5.5.7. Enterprises will be eligible for this incentive only for the new employment positions created in the state during the dates defined in paragraph 3 of this document.

5.5.8. This incentive shall be applicable to all eligible new and expansion/ diversification enterprises, subject to fulfillment of all other conditions stipulated.

5.5.9. Enterprises applying for this incentive shall be required to submit documentation listed in Annexure-A for verification of incentive claim, in addition to the application form.

5.6. TRAINING INSTITUTES

S. No.	Category	% of reimbursement	Maximum Limit
1	Training incentive	Not applicable	INR 10,000 per student placed

5.6.1. Only those training institutes not availing funding/ incentives from any existing Government of Andhra Pradesh schemes or departments, or Government of India schemes or departments, or from National Skill Development Corporation (NSDC) or any other Government departments/ societies/ corporations etc. shall be eligible for this incentive.

5.6.2. Training institutes desirous of availing this incentive shall register their details on the portal of the department before commencement of operations in Andhra Pradesh.

5.6.3. The training institutes shall submit a list of students along with details such as name, education/ degree, course enrolled, date of commencement of batch etc. on the department portal before commencement of each batch of training.

5.6.4. The training institutes shall submit the details of coursework/ curriculum of every batch of training on the department portal.

5.6.5. After completion of every batch of training, the institute shall submit the list of students who successfully completed the training along with details of examination conducted, scores, date of completion of training etc. on the department portal.

5.6.6. The institute shall submit a list of students securing full-time employment in IT industry within 3 months from date of completion of training, along with details of recruiting company, annual CTC offered etc. on the department portal.

5.6.7. Incentive shall be claimed only after the student(s) hired by an IT enterprise/ unit has completed at least 1 year of full-time employment in Andhra Pradesh, in a maximum of 1 IT enterprise/ unit.

5.6.8. Incentive quantum shall be limited to INR 10,000 per student/ candidate placed or actual fees paid by the student/ candidate to the training institute, whichever is lower.

5.6.9. IT firms training their employees as part of induction/ internal training shall not be eligible.

5.6.10. All eligible enterprises shall submit their claims in the prescribed application form given at FORM (7) within six months from the date of eligibility and for subsequent claims before 30th September of the following financial year to APEITA.

5.7. STARTUPS

5.7.1. Andhra Pradesh Innovation Society (APIS) shall be the designated nodal agency for implementing the startup related initiatives and incentives.

5.7.2. Startups/ entrepreneurs desirous of availing training programs for entrepreneurs with business ideas to address knowledge gaps in areas including but not

limited to understanding target market, business plan, tax, law, insurance, financial planning, promoting businesses, sales, service etc. must register for these programs on the APIS website/ portal.

5.7.3. Market reports and surveys for early stage startups shall be made available on APIS website and can be accessed by startups by registering for the same on the website.

5.7.4. The flagship startup scheme of the Government, "Accelerate Startups in Andhra Pradesh (ASAP)" shall offer plug and play office space, access to a network of investors, mentors, and the State's trained talent pool. These provisions and other common shared services shall be offered to startups on reasonable charges. APIS shall issue separate guidelines for the implementation of the scheme.

5.7.5. APIS shall engage with angel investor networks, private equity funds, venture capital funds, financial institutions, institutional investors, sovereign funds and Telugu diaspora around the world to establish the fund of funds of INR 100 Cr.

5.7.6. APIS shall identify suitable existing office space of the ITE&C department, available if any, or partner with reputed universities/ colleges/ any other entity to establish an incubation centers in areas notified by the Government from time to time.

6. LAND/ SPACE ALLOTMENT FOR IT INDUSTRY AND LAND COST INCENTIVE FOR IT PARKS

6.1. Land/ shed allotment and other related matters such as extent, cost, usage, mode of allotment etc., to the IT/ITeS enterprise shall be as per the norms prescribed by the land allotment agency from time to time.

6.2. IT/ ITeS units with IT/ ITeS employee strength of 250 and annual turnover above INR 15 Cr. for each of the past 3 financial years will be eligible to be considered for land allotment.

6.3. Indian IT/ ITeS companies proposing to build a campus are eligible for land allotment if they have a current headcount of at least 10,000 people globally or an annual turnover of INR 500 Cr. in each of the past 3 financial years.

6.4. In the case of foreign IT companies, such company willing to build its own campus must either be a Fortune 1,000 company or have a market cap of at least USD 50 Million (approx. INR 350 Cr.) to be eligible for land allotment.

6.5. In all the above cases, the IT industry must ensure commencement of operations within 3 years from the date of handing over of land and 1 year from the date of handing over of space.

6.6. IT industry must also ensure the employment of at least 500 entry-level IT professionals or equivalent for each acre of land allotted, within 5 years from the date of handing over of land in the case of land allotment and within 3 years from the date of handing over of plug & play space, in the case of space allotment.

6.7. Extension of Timeline (EOT) requests from the IT enterprises shall be submitted to APEITA and such requests shall be processed according to the norms prescribed by the land allotment agency from time to time.

6.8. IT park developers should have a prior experience of developing IT parks with cumulative built-up space of 10 lakh sft. and annual turnover of at least INR 25

Cr. for each of the past 3 financial years, in order to be eligible for land allotment. Further, the park developer must commit to build at least 5 lakh sft. built-up space as part of its proposal.

6.9. IT park developers are eligible for incentive on cost of land, linked to employment generation. A one-time incentive of INR 50,000 per employment position created shall be offered, capped to 60 percent of the land value.

6.10. The cost of land for computation of incentives will be lower of actual paid, or market value as per Stamps and Registrations department.

6.11. IT park developers should ensure the creation of at least 500 entry-level IT jobs or equivalent per acre of land, within 6 years from date of handing over of land.

6.12. The following timelines are applicable in case of IT park developers, from the date of handing over of land, to claim incentive

- Commence construction in 180 days
- Commence operations in 3 years
- Employment fulfillment in 3 years – 30 percent
- Employment fulfillment in 4 years – 50 percent
- Employment fulfillment in 5 years – 70 percent
- Employment fulfillment in 6 years – 100 percent

6.13. The IT park developer may apply for incentive on cost of land for the employment generated not later than 6 months from the end of 3rd year subsequently up to 6th year of DCO respectively so long as the employment generated is in line with the milestones set in Para 6.12 above.

6.14. All other conditions for determining eligibility and quantum of incentive shall be same as those set forth for employment creation incentive in Para 5.1

6.15. In case the IT/ ITeS unit/ enterprise or the IT park developer fails to commence operations as outlined in Para 6.12 of this document, from date of handing over of land, then such units/ developers may be served a legal notice by the respective competent authority based on the recommendation of APEITA. Due consideration or the course of action on the legal notice shall be examined and placed before CCITEI by APEITA.

6.16. In case the IT/ ITeS unit/ enterprise or the IT park developer fails to meet the stipulated milestones in terms of employment generation, then such units/ developers may be served a legal notice by APEITA. Due consideration or the course of action on the legal notice shall be examined and placed before CCITEI by APEITA.

6.17. Mixed purpose land usage is allowed up to 30 percent of the total land allotted towards commercial activities, including residential development, only for IT parks and IT campuses. Only the IT companies/ developers eligible for a minimum 10 acres of land shall be permitted to avail this provision.

6.18. The remaining land shall be utilized only for core IT industry.

7. ITE&C DEPARTMENT AS A SERVICE PROVIDER TO GOAP DEPARTMENTS

7.1. The policy aims to achieve convergence in IT hardware and software procurement for all Government of Andhra Pradesh departments and also ensure compliance of common standards, data security etc.

7.2. The department has issued guidelines for achieving standards for new e-Governance applications development, system integration, data hosting, data access, mobile applications, social media engagement etc. vide G.O. Ms. No. 3 dated 08.07.2020.

7.3. Further, with regard to procurement of IT and hardware, Andhra Pradesh Technology Services (APTS) is mandated as the authorized agency.

7.4. Hardware, software, networking products and services where value of such procurement is more than INR 10 lakhs, shall be mandatorily procured by departments through APTS.

7.5. APTS will establish rate contract for commonly procured IT hardware, software and devices to enable departments to procure the same directly from the rate contract portal maintained by APTS, where value of such procurements is less than INR 10 lakhs.

7.6. APTS shall adopt a service based model such as infrastructure as a service (IaaS), Software as a Service (SaaS), Platform as a Service (PaaS), Communication as a Service (CaaS), Monitoring as a Service (MaaS), cyber security as a service, payment gateway services etc. on a chargeable basis, for revenue generation in order to achieve self-sustenance for the ITE&C department.

7.7. For all procurements made for Government departments through APTS, APTS shall follow its prevailing procedure and rules.

8. LOCAL PROCUREMENT PREFERENCE

8.1. For any IT requirements up to a value of INR 1 Cr., the Government shall procure 100% value of procurement from companies/ startups operating in Andhra Pradesh as long as the quality of product/ service is found to be comparable with similar offering from other IT firms.

8.2. For any IT requirements above a value of INR 1 Cr., the Government shall give preference to companies operating in Andhra Pradesh by way of adding 5 percent additional marks in the technical evaluation, as long as the quality of product/ service is found to be comparable with similar offering from other IT firms.

8.3. Only those IT enterprises operating in the state with at least 50 employees and having registered office in the state, shall be eligible for such preferential market access.

8.4. Notwithstanding the above guidelines, APTS shall follow the prevailing rules and regulations in force at the time.

9. CUSTOMIZED INCENTIVE PACKAGE

Companies intending to establish Mega Projects/ strategically important investments which will expedite the development of the Electronics manufacturing ecosystem in the State and contribute to the overall socio economic development in the State and are desirous of seeking financial assistance/ concessions must present detailed DPR along with project reports to APEITA, duly mentioning the special incentives being sought for with due justification. On receipt of such proposals, APEITA will examine the same with

due diligence and forward it to the Government through CCITEI following due procedure defined for placing it before the State Investment Promotion Committee (SIPC) and the State Investment Promotion Board (SIPB) for taking the necessary decisions.

10. GENERAL GUIDELINES

10.1. The claim applications filed after six months but before one year from the date of eligibility of the claim, after commencement of the operations, will be treated as belated claims and are eligible for 50% of all the incentives

10.2. All eligible MSMEs should furnish a registered lease deed for a minimum six (6) years operations period from the DCO and large & mega enterprises should furnish a registered lease deed for a minimum eight (8) years operations period from the DCO.

10.3. In case of existing enterprise setting up a new enterprise with separate identifiable investment within the same land of the existing unit with compound wall separating the two units having separate entry/ out gate, the words 'SEPARATE IDENTIFIABLE INVESTMENT' shall mean that the enterprise/ industry should not have any operational linkage with the existing unit, should maintain separate books of accounts and the project should be appraised independently by financial institution as a viable project in case of aided units. In case of self-financed units, CCITEI will decide the viability. A new project will not, however, be regarded as a "Separate Identifiable Investment" if the utilities of the existing Enterprise/Industry like electricity without separate main meter (no sub-meter) etc. are extended to the new enterprise/ industry. Sale bills shall be maintained in the name of unit I and unit II etc. and the same should be reflected in the annual financial statements separately.

10.4. If any existing enterprise setting up a new enterprise with Separate Identifiable Investment for the same end product/ new product at different location in the same name it will be treated as new enterprise/ industry (Separate Identifiable Investment) for the purpose of sanction of various incentives, even though there is no separate GST registration number and separate marketability, since the Commercial Tax Department is issuing only one GST Registration number for one dealer even if they have more than one enterprises/ industries within the State. However, they must maintain separate books of accounts for each location.

10.5. For expansion /diversification, the enterprise/industry should also obtain all the statutory/required approvals

10.6. The entrepreneurs should have Permanent Account Number (PAN) and should file the Income Tax Returns annually in the name of the legal entity i.e. proprietor in the case of sole proprietorship, firm in case of partnership and in the name of the company in case of Private Limited companies etc.

10.7. The following items shall not be computable towards Fixed Capital Investment (FCI):

10.7.1. Working capital, stores, and all consumables

10.7.2. Value of motor vehicles.

10.7.3. Pre-operative expenses, advances, expenditure not supported by payment of bills.

10.7.4. Investment made outside the approved project cost and items not covered by approved project.

10.7.5. Diesel generators.

10.7.6. Transformers.

11. INELIGIBILITY

11.1. New enterprise established with equipment/ hardware on lease is not eligible for incentives/ concessions.

11.2. New enterprise established with secondhand equipment/ hardware is not eligible for incentives/ concessions except where the cost of such equipment/ hardware does not exceed 25% of the total cost of the equipment/ hardware.

11.3. Composite enterprises set up for undertaking an eligible line of activity o along with an ineligible line of activity are not eligible for incentives/ concessions except when the proportion of ineligible items is less than 10% in value of the total turnover

12. CHANGE OF CONSTITUTION/MANAGEMENT/ NAME OR STYLE OF ENTERPRISE/ INDUSTRY:

12.1. For any change of constitution/ management/ name or style of enterprise/ industry within the first 6 years from DCO in the case of MSMEs and 8 years from the DCO in the case of Large and Mega enterprises, the project proponent shall obtain approval of CCITEI duly producing No Objection Certificate (NOC) from the lead bank concerned in respect of aided Enterprise/ industry and Certificate of Incorporation (COI) from Registrar of Companies (ROC). In case of self-financed unit, the certificate from a certified Chartered Accountant shall be furnished.

12.2. Whenever the inspecting officer finds the unit sick, closed, or a change in management, change of financing institution, shifting part of the machinery/ equipment etc. or for any other reason not worthy of receiving subsidy till further examination, IT,E&C Department shall not disburse the subsidy to such enterprise/ industry and a written intimation shall be given to the enterprise by the IT,E&C department. In the above situations, the subsidy shall be disbursed only after further clearance given by the CCITEI.

13. LEASE OF ENTERPRISE/ INDUSTRY:

In case the unit/ enterprise has availed incentives/ concessions and whose management is not able to run the enterprise/ industry and intends to lease to other management within the first six (6) years from DCO in case of MSMEs and eight (8) years from DCO in case of Large and Mega enterprises, they should obtain the (NOC) from the financing institutions concerned in respect of aided Enterprise/ Industry before seeking the approval of ITE&C Department through APEITA. The ITE&C Department, if necessary, may refer the case to APIIC for necessary action as per rules in force at that time.

14. CHANGE OF LOCATION OF ENTERPRISE/ INDUSTRY SANCTIONED INCENTIVES/ CONCESSIONS:

14.1. ny IT unit/ enterprise proposing to shift their enterprises within or outside the district should obtain NOC from the financing institutions concerned in respect of aided enterprises/ industry before seeking the approval of CCITEI.

14.2. In respect of self-financed enterprises/ industries proposing to shift their Enterprises within or outside the District, they should obtain prior approval of CCITEI.

14.3. Shifting of enterprise/ industry outside the State is not allowed.

15. MERGER/ AMALGAMATION OF ENTERPRISES

15.1. Prior approval of the CCITEI is necessary for any merger/ amalgamation of enterprise/ industry. The Public and Private Limited Companies seeking merger/ amalgamation of their group of companies shall apply to APEITA along with the necessary orders of appropriate forum under The Companies Act, 1956 and its subsequent amendments till date, NOC from the Financing Institution, amended LI/ Industrial License (IL)/ Industrial Entrepreneurs Memorandum (IEM) and Incorporation Certificate from the Registrar of Companies (RoC).

15.2. Partnership Firms shall submit NOC from their financing institution and Firm Registration. The proprietary concerned shall submit NOC from the financing institution.

16. CHANGE OF LINE OF ACTIVITY/ INCLUSION OF ADDITIONAL LINE OF ACTIVITIES

If an enterprise starts operating a different line of activity/ product without any additional equipment/ hardware, with the same equipment/ hardware, then such an enterprise shall be permitted for availing incentives within five (5) years from the DCO for the original line of activity.

17. BREAK IN OPERATIONS

The IT industry obtaining incentives should be in continuous operation for a period of six (6) years in respect of MSMEs and eight (8) years in respect of Large and Mega enterprises from the DCO failing which all incentives/ concessions sanctioned are liable to be cancelled and the incentives/ concessions already availed are liable for recovery. In this regard, APEITA should monitor the progress of these enterprises and submit report to the ITE&C department on a half-yearly basis. Break-in-operation up to a period of three (3) years due to the reasons beyond its control such as shortage of supply side requirements, power and change of management, etc. may be condoned by CCITEI on merits. Any break-in-operation will result in extending the continuous operation period requirement, by the period of such break.

18. PROCEDURE FOR SANCTION OF INCENTIVES

18.1. **Sanction procedure:** All claims for incentive application shall be made on the online incentive portal/ application form within the stipulated time frame to APEITA, which will then verify the applications and place before CCITEI for approval.

18.2. **Inspection Procedure:** APEITA may utilize the services of an internal committee or expert 3rd party agency or individual for the processing of incentive applications. The concerned inspecting officers of APEITA shall physically inspect, where necessary, before placing the incentive claims in CCITEI. The reports shall be obtained from the unit during the inspection in a prescribed format. The claims received further shall be processed based on the reports of physical inspection and reports. These reports shall also be utilized for analyzing the efficiency/ performance of the unit.

18.3. APETIA shall strive to process incentive applications within 60 days from date of receipt of the claim.

19. RECOVERIES OF INCENTIVES SANCTIONED UNDER THE POLICY

19.1. Incentives/ concessions granted to an IT industry/ enterprise shall be liable to be recovered under the following circumstances:

19.1.1. If the incentives/ concessions are obtained by the enterprise by misrepresentation of essential facts or by furnishing of false information or suppressions of facts or by submission of false/ fake documents etc. In addition to recovery of the incentives granted, penalty will be levied as deemed fit and disbursed amount and barred from availing incentives in future.

19.1.2. In case the enterprise goes out of operation within six (6)/ eight (8) years from the DCO, as applicable. However, in the case where the unit remains out of operation for period up to 36 months due to the reasons beyond its control such as shortage of critical infrastructure, power and change of management, bills receivables, recession in the market, fire accidents and natural calamities etc., and the same is regularized by the CCITEI, then the enterprise is exempted from recovery/ penalty.

19.1.3. If the unit fails to furnish the prescribed statements and/ or information when it is called upon to furnish.

19.1.4. If the unit effects change of management without prior approval from the financing institution concerned and the CCITEI.

19.1.5. If the unit shifts a part or whole of the enterprise/ industry after receiving a part or whole of the incentives without prior approval of the CCITEI.

19.1.6. If the whole or part of the unit is leased/ sold to another IT enterprise/ unit without the prior approval of the CCITEI.

19.1.7. If the unit enters into a contract of any nature whatsoever by transferring the Management, without the prior approval of the CCITEI.

19.2. In the event of recoveries for reasons arising mentioned above, they shall be recovered treating them as arrears of Land Revenue under A.P. Revenue Recovery Act, 1864 and the ITE&C Department officers will be designated as recovery officers by suitable Government Orders.

19.3. In this regard, APEITA should monitor the progress of the unit and submit report to the ITE&C Department periodically.

20. FURNISHING OF STATEMENT OF ACCOUNT/ INFORMATION BY ELIGIBLE ENTERPRISES

The unit availing incentives for this project, shall furnish certified copy of audited accounts including balance sheet before 30th June of the succeeding year to APEITA

through online system. Such statement should be furnished for a period of minimum six (6)/ eight (8) years, as per the case. Further, the unit should also furnish details of operations, sales, employment, etc., through online system before 30th June of the succeeding year. In case the unit fails to submit the certified audited accounts including balance sheet or Annual Performance Report in time, the recurring incentives in future will not be disbursed.

21. CONSTITUTION OF CCITEI

The CCITEI has been constituted vide G.O Ms. No. 4 Dated 01.04.2021 and comprises of the following members.

S. No.	Organization/ Department	Designation	Affiliation
1	IT,E&C Dept.	Principal Secretary	Chairman
2	IT,E&C Dept.	Special Secretary	Member
3	AP TRANSCO	CMD or representative	Member
4	APEPDCL/APSPDCL	Managing Director or representative	Member
5	Stamps & Registration	Commissioner & IG Registration or representative	Member
6	APIIC	VC & MD or representative	Member
7	Labour Dept.	Representative of Commissioner	Member
8	MA&UD Dept.	Representative of Commissioner	Member
9	Industries Dept.	Representative of Commissioner	Member
10	STPI	Director, Andhra Pradesh or representative	Member
11	VSEZ	Development Commissioner or representative	Member
12	IT,E&C Dept.	IT Advisor to the Govt.	Member
13	IT,E&C Dept.	IT Advisor to the Govt.	Member
14	APEITA	Group CEO	Member
15	APTS	Managing Director or representative	Member
16	IT,E&C Dept.	Director Promotions	Member
17	IT,E&C Dept.	Joint Director Promotions	Convener

22. POWERS OF CCITEI

The ITE&C department has constituted the Consultative Committee for Information Technology and Electronics Investments (CCITEI). The CCITEI shall act as a single window for granting all the incentives, land allotments etc. The terms of reference of CCITEI are indicated below:

a) To grant various incentives, land allotments available in the AP IT Policy, AP Electronics Policy and any other polices to be issued within the said period, to industry on examination of applications made by them including recommending allotment of lands to the IT & ESDM Industry in the respective IT/ESDM parks/clusters.
b) To resolve the problems in implementation of the policies and cause necessary through implementing agencies, such as APIIC/Urban Development Authorities/DISCOMs/Municipal Corporations, for administration of various incentives sanctioned, and for speedy realization of the goals set forth in the upcoming polices within the said period.
c) To prescribe the procedures and to issue guidelines and clarifications in implementation of all polices to be issued in coming years i.e., 2020-2025. The CCITEI can recommend/approve/reject/defer any application for incentives/land allotments at its sole discretion.
d) Committee shall process the old incentive applications as per the earlier policies until new policies and guidelines are issued.

23. INTERPRETATION

When any matter arises for the purpose of interpretation on which CCITEI could not take a decision or in case where any suggestions are made outside the scope of CCITEI in regard to implementation of the scheme, such matters shall be referred to the Government of Andhra Pradesh for decision.

The interpretation and decisions of the Government is final with regard to applications made by the IT/ITES units for any of the incentives available as per AP IT Policy 2014-2020.Government shall not entertain any correspondence against its decision nor can the matter be subjected for any challenge in any court of law at any point of time.

24. PENALTIES

Without prejudice to anything included in this paragraph, it is hereby ordained that any willful misrepresentation of facts, action/ inaction on behalf of entrepreneur leading to irregular sanction/disbursement of incentives under the above policy will invite civil and criminal action as per extant laws besides recovery of the amount irregularly disbursed, if any, and debarring the unit from claiming incentives in the future.

Annexure – A

ANNEXURE – A - LIST OF MANDATORY DOCUMENTS FOR CLAIM OF INCENTIVES

S. No.	Incentive Type	Documents Required
1	Employment creation incentive	1. Audited annual financial statement for most recent financial year 2. Employee register with designations, job roles, responsibilities, annual CTC 3. Professional tax/ ESI proof 4. Certificate from bank as proof of salary disbursement for each month of the claim period and the most recent month in which claim is submitted 5. ECR for EPF payment 6. 3rd party verification report for proof of employment strength by NASSCOM/ CII/ ITAAP/ any other industry body appointed by CCITEI 7. CA certificate attesting total number of employment positions in the state for each month of the claim period and the most recent month in which claim is submitted 8. Caste/ Community Certificates of all promoters for SC/ ST/ BC enterprises 9. All statutory approvals/ Consent for operations
2	Work from home incentive	1. Audited annual financial statement for most recent financial year 2. Proof of payment to vendor for purchase of eligible hardware in Andhra Pradesh (payment receipt and bank statement) 3. Original invoices for purchase 4. Asset management register clearly indicating the employees to whom the hardware is tagged 5. Employee register with designations, job roles, responsibilities, annual CTC 6. Professional tax/ ESI proof 7. Certificate from bank as proof of salary disbursement for each month of the claim period and the most recent month in which claim is submitted 8. ECR for EPF payment 9. 3rd party verification report for proof of employment strength by NASSCOM/ CII/ ITAAP/ any other industry body appointed by CCITEI 10. CA certificate attesting total number of employment positions in the state for each month of the claim period and the most recent month in which claim is submitted 11. Self-certification attesting number of employees working from home for at least 7 working days in a month along with designations, job roles, responsibilities, annual CTC 12. All statutory approvals/ Consent for operations
3	Gig economy: IT hardware reimbursement	1. Proof of address/ place of business 2. Annual income tax returns filed 3. Original invoices raised to client along with payment

S. No.	Incentive Type	Documents Required
		receipts and bank statements 4. Proof of payment to vendor for purchase of eligible hardware in Andhra Pradesh (payment receipt and bank statement) 5. Original invoices of eligible hardware purchased 6. 3rd party verification report by NASSCOM/ CII/ ITAAP/ any other industry body appointed by CCITEI 7. All statutory approvals/ Consent for operations
4	Quality certification cost	1. Audited annual financial statement 2. Details of quality certifications approved 3. Acknowledgement of application for certification 4. Payment receipt 5. Certificate of approval for quality certificates awarded 6. All statutory approvals/ Consent for operations
5	Transport subsidy	1. Audited annual financial statement for most recent financial year 2. Employee register with designations, job roles, responsibilities, annual CTC 3. CA certificate attesting total number of employment positions in the state for each month of the claim period and the most recent month in which claim is submitted 4. CA certificate attesting the total no. of employment positions utilizing company transport service each month during the claim period and the most recent month in which claim is submitted 5. Original invoices from transport vendor for the entire duration of claim period 6. Payment receipts for payments made to transport vendor 7. 3rd party verification report for proof of employment strength by NASSCOM/ CII/ ITAAP/ any other industry body appointed by CCITEI 8. All statutory approvals/ Consent for operations
6	Training institutes	1. Audited annual financial statement for most recent financial year 2. Receipt for fees paid by candidate & original GST invoice raised 3. Attestation from HR of recruiting company on company letter head stating that training institute assisted in hiring of the candidate 4. CA certificate attesting detailed list of students who got placed in full-time jobs with assistance from institute, for the entire claim period 5. All statutory approvals/ Consent for operations

FORM – 1

COMMON APPLICATION FOR REGISTRATION AND SANCTION OF INCENTIVES

1. Personal Details

1.1 Promoter's/ Managing Director's Name	Mr./ Ms. / Mrs.	
1.2 Father's/Husband's Name	C/O/ W/O S/O D/O	
1.3 Aadhaar Number		
1.4 Mobile Number		

2. Office Address

2.1 Plot/ Survey No.	
2.2 City/ Town	
2.3 State	
2.4 Pin Code	
2.5 Fax	

2.6 Street/ Village Name	
2.7 Country	
2.8 District	
2.9 Email ID	
2.10 Telephone Number (Including STD and ISD Code)	

3. Enterprise Name

3.1 Name of the Enterprise	
3.2 Type of Enterprise	
3.3 Nature of Enterprise	
3.4 PAN	
3.5 GST No	
3.6 GST Certificate	

4. Enterprise Location Details

4.1	Plot/Survey No.	4.2	Street/Village Name
4.3	City/Town	4.4	District
4.5	Mandal	4.6	Pin Code
4.7	Email ID	4.8	Telephone Number

5. Details of Managing Director's/ Director/ Partners

S.No.	Name	Gender	Physically Handicapped	Community	Share (in %)

6. Employment Information (Full-Time Employees on payroll)

Employment Category	Male (No's)	Female (No's)	Total (No's)
Management Level			
Supervisory Level			
Staff (above 10 LPA CTC)			
Staff (above 5 LPA up to 10 LPA CTC)			
Staff (below 5 LPA CTC)			
Total			

7. Enterprise Information

7.1 Sector of Enterprise		7.2 Total Revenues	
7.3 Total Investment (in INR Lakhs)		7.4 Company URL	
7.5 Type of Registration		7.6 Registration Number	
7.7 Date of Registration (DD/MM/YYYY)		7.8 Major Line of Activity	
7.9 Date of Commencement of Commercial Operations (DD/MM/YYYY)		7.10 Type of Land	
7.10.a Date of Lease /Sale Agreement/ sale deed		7.10.b Lease applicable till (DD/MM/YYYY)	

Performance Details for last 3 Financial Years (In Lakhs):

Year	Export Revenue	Domestic Revenue	Total Revenue	Total No. of Employees	% of Revenue Within AP	Break in Operations / Activity (if yes with reason)

Note: In case of new company enter Turnover as zero

8. **Performance Details for last 3 Financial Years – if Start up (In Lakhs):**

Year	Total Revenue	Total Investment	Funding Received	Funding Agency / Source	No. of Employees

9. **Details of Financial Institution and Loan amounts (Only for Banks & NBFCs)**

Term loan sanction	Name of Financial Institution	Branch & Addressof Financial Institution	Date of Filling of Application (DD/MM /YYYY)	Sanction Reference Number	Date of Sanction (DD/MM/YYYY)	Amount Sanctioned

10. **Power Details**

S. No.	Source of Power	Total Power Connected	Units	Date of Power Connection (DD/MM/YYYY)

11. **Bank Details (for incentives disbursement)**

Type of Account	Bank Name	Branch	IFSC Code	Account No.	Re-enter Account No.	Upload Canceled cheque leaf

Declaration

1. I / We hereby confirm that the contents of the claim application are true to the best of my /our knowledge.
2. I am authorized to file this application and I will take full responsibility of the information mentioned. I /We hereby confirm that to the best of our knowledge and belief, information given herein before and other papers enclosed are true and correct in all respects. We further undertake to substantiate the particulars about promoter(s) and other details with documentary evidence as and when called for. I/We hereby agree that I/We shall forthwith repay the amount released to me/us under scheme, if the amount of incentive under any category are found to be disbursed in excess of the amount admissible whatsoever the reason.
3. Authorization by the other Partners/ Board of Directors Resolution wherein the Name, Designation and signature are attested.

4. I / We abide by the provision under the G.O., State Incentives and further abide by the changes / modifications made by the State Government. I / We also abide by the decisions of ITE&C Department.

5. I / We assure that the State incentives applied for will be used solely for the development of the Enterprise and shall produce utilization certificate to the ITE&C Department/ APEITA within one year and furnish annual progress report and certified copy of audited accounts to the ITE&C Department/ APEITA for a period of six (6)/ eight (8) years as applicable.

6. In case a claim is made as a Benami as defined under Benami Transactions Act 2016, I understand that action shall be taken against me as per respective provisions of the act.

7. In case of a wrong claim I shall repay the entire amount of concession(s) availed under the G.O. in Lump sum with prevailing interest.

8. I / We shall agree that apart from other consequences, I / We will forego the eligibility for the continuance of incentives and other financial concessions for further years if these incentives / financial concessions were obtained by misrepresentation of facts or in case of misutilization. I / We not only agree to pay back these incentives / financial concessions but also authorize State Government to call back the same through summary proceedings under the provisions of R.R. Act 1864

Place:

Signature of Authorized Person with name Designation & Firm/ Office Seal:

Date:

FORM – 2

APPLICATION FOR EMPLOYMENT GENERATION INCENTIVES

1. Personal Details

1.1 Promoter's/ Managing Director's Name	Mr./ Ms. / Mrs.	
1.2 Father's/Husband's Name	C/O/ W/O S/O D/O	
1.3 Aadhaar Number		
1.4 Mobile Number		

2. Office Address

2.1 Plot/ Survey No.	
2.2 City/ Town	
2.3 State	
2.4 Pin Code	
2.5 Fax	

2.6 Street/ Village Name	
2.7 Country	
2.8 District	
2.9 Email ID	
2.10 Telephone Number (Including STD and ISD Code)	

3.Enterprise Name

3.1 Name of the Enterprise	
3.2 Type of Enterprise	
3.3 Nature of Enterprise	
3.4 PAN	
3.5 GST No	
3.6 GST Certificate	

4. Enterprise Location Details

4.1	Plot/Survey No.		4.2	Street/Village Name	
4.3	City/Town		4.4	District	
4.5	Mandal		4.6	Pin Code	
4.7	Email ID		4.8	Telephone Number	

5. **Employment Information (Full-Time only on Payroll / Vendor)**

Employment Category	On Payroll		Vendor / Third Party		Total (No's)
	Male (No's)	Female (No's)	Male (No's)	Female (No's)	
Management Level					
Supervisory Level					
Staff (above 10 LPA CTC)					
Staff (above 5 LPA up to 10 LPA CTC)					
Staff (below 5 LPA CTC)					
Total					

Employment Category	Initial Strength (as on 1st April 2020)	Current Strength	Employment Positions Created (Since 1st April 2020)	Total Positions Completing 1 Year of Employment	Total Incentive Claim (INR Lakhs)
Management Level					
Supervisory Level					
Staff (above 10 LPA CTC)					
Staff (above 5 LPA up to 10 LPA CTC)					
Staff (below 5 LPA CTC)					
Total					

6. **Documents to be attached:**
   - Audited annual financial statement for most recent financial year
   - Employee register with designations, job roles, responsibilities, annual CTC
   - CA certificate attesting total no. of employment positions in the state for each month of the claim period and the most recent month in which claim is submitted
   - Professional tax/ ESI proof
   - Certificate from bank as proof of salary disbursement for each month of the claim period and the most recent month in which claim is submitted
   - ECR for EPF payment
   - 3rd party verification report for proof of employment strength by NASSCOM/ CII/ ITAAP/ any other industry body appointed by CCITEI

Declaration

1. I / We hereby confirm that the contents of the claim application are true to the best of my /our knowledge.
2. I am authorized to file this application and I will take full responsibility of the information mentioned. I /We hereby confirm that to the best of our knowledge and belief, information given herein before and other papers enclosed are true and correct in all respects. We further undertake to substantiate the particulars about promoter(s) and other details with documentary evidence as and when called for. I/We hereby agree that I/We shall forthwith repay the amount released to me/us under scheme, if the amount of incentive under any category are found to be disbursed in excess of the amount admissible whatsoever the reason.
3. Authorization by the other Partners/ Board of Directors Resolution wherein the Name, Designation and signature are attested.
4. I / We abide by the provision under the G.O., State Incentives and further abide by the changes / modifications made by the State Government. I / We also abide by the decisions of ITE&C Department.
5. I / We assure that the State incentives applied for will be used solely for the development of the Enterprise and shall produce utilization certificate to the ITE&C Department/ APEITA within one year and furnish annual progress report and certified copy of audited accounts to the ITE&C Department/ APEITA for a period of six (6)/ eight (8) years as applicable.
6. In case a claim is made as a Benami as defined under Benami Transactions Act 2016, I understand that action shall be taken against me as per respective provisions of the act.
7. In case of a wrong claim I shall repay the entire amount of concession(s) availed under the G.O. in Lump sum with prevailing interest.
8. I / We shall agree that apart from other consequences, I / We will forego the eligibility for the continuance of incentives and other financial concessions for further years if these incentives / financial concessions were obtained by misrepresentation of facts or in case of misutilization. I / We not only agree to pay back these incentives / financial concessions but also authorize State Government to call back the same through summary proceedings under the provisions of R.R. Act 1864

Place:

Signature of Authorized Person with name Designation & Firm/ Office Seal:

Date :

FORM – 3

APPLICATION FOR WORK FROM HOME INCENTIVES

1. Personal Details

1.1 Promoter's/ Managing Director's Name	Mr./ Ms. / Mrs.	
1.2 Father's/Husband's Name	C/O/ W/O S/O D/O	
1.3 Aadhaar Number		
1.4 Mobile Number		

2. Office Address

2.1 Plot/ Survey No.		2.6 Street/ Village Name	
2.2 City/ Town		2.7 Country	
2.3 State		2.8 District	
2.4 Pin Code		2.9 Email ID	
2.5 Fax		2.10 Telephone Number (Including STD and ISD Code)	

3.Enterprise Name

3.1 Name of the Enterprise	
3.2 Type of Enterprise	
3.3 Nature of Enterprise	
3.4 PAN	
3.5 GST No	
3.6 GST Certificate	

4. Enterprise Location Details

4.1	Plot/Survey No.		.2	Street/Village Name	
4.3	City/Town		.4	District	
4.5	Mandal		.6	Pin Code	
4.7	Email ID		.8	Telephone Number	

5. Claim Period : From: To:

6. **Work from Home Assets Purchased (Only Assets Procured in AP):**

Asset Name	Quantity Procured (in Claim Period)	Quantity Tagged to WFH Employees	Total Cost (INR in Lakhs)

7. **Employment Information (Full-Time only on Payroll / Vendor)**

Employment Category	On Payroll		Vendor / Third Party		Total (No's)
	Male (No's)	Female (No's)	Male (No's)	Female (No's)	
Management Level					
Supervisory Level					
Staff (above 10 LPA CTC)					
Staff (above 5 LPA up to 10 LPA CTC)					
Staff (below 5 LPA CTC)					
Total					

8. **Work from Home Employee Details**

Employment Category	On Payroll		Vendor / Third Party		Total (No's)
	Male (No's)	Female (No's)	Male (No's)	Female (No's)	
Management Level					
Supervisory Level					
Staff (above 10 LPA CTC)					
Staff (above 5 LPA up to 10 LPA CTC)					
Staff (below 5 LPA CTC)					
Total					

9. **Work from Home Employee Strength:**

Employment Category	Initial Strength (as on 1st April 2020)	Current Strength	Employment Positions Created (Since 1st April 2020)	Total Positions Completing 1 Year of Employment	Total Incentive Claim (INR Lakhs)
Management Level					
Supervisory Level					
Staff (above 10 LPA CTC)					
Staff (above 5 LPA up to 10 LPA CTC)					
Staff (below 5 LPA CTC)					
Total					

10. **Documents to be attached:**

- Audited annual financial statement for most recent financial year
- Proof of payment to vendor for purchase of eligible hardware (payment receipt and bank statement)
- Original invoices
- Asset management register clearly indicating the employees to whom the hardware is tagged
- Employee register with designations, job roles, responsibilities, annual CTC
- Professional tax/ ESI proof
- Certificate from bank as proof of salary disbursement for each month of the claim period and the most recent month in which claim is submitted
- ECR for EPF payment
- 3rd party verification report for proof of employment strength by NASSCOM/ CII/ ITAAP/ any other industry body appointed by CCITEI
- CA certificate attesting total no. of employment positions in the state for each month of the claim period and the most recent month in which claim is submitted
- Self-certification attesting no. of employees working from home for at least 7 working days in a month along with designations, job roles, responsibilities, annual CTC

Declaration

1. I / We hereby confirm that the contents of the claim application are true to the best of my /our knowledge.
2. I am authorized to file this application and I will take full responsibility of the information mentioned. I /We hereby confirm that to the best of our knowledge and belief, information given herein before and other papers enclosed are true and correct in all respects. We further undertake to substantiate the particulars about promoter(s) and other details with documentary evidence as and when called for. I/We hereby agree that I/We shall forthwith repay the amount released to me/us under scheme, if the amount of incentive under any category are found to be disbursed in excess of the amount admissible

whatsoever the reason.

3. Authorization by the other Partners/ Board of Directors Resolution wherein the Name, Designation and signature are attested.

4. I / We abide by the provision under the G.O., State Incentives and further abide by the changes / modifications made by the State Government. I / We also abide by the decisions of ITE&C Department.

5. I / We assure that the State incentives applied for will be used solely for the development of the Enterprise and shall produce utilization certificate to the ITE&C Department/ APEITA within one year and furnish annual progress report and certified copy of audited accounts to the ITE&C Department/ APEITA for a period of six (6)/ eight (8) years as applicable.

6. In case a claim is made as a Benami as defined under Benami Transactions Act 2016, I understand that action shall be taken against me as per respective provisions of the act.

7. In case of a wrong claim I shall repay the entire amount of concession(s) availed under the G.O. in Lump sum with prevailing interest.

8. I / We shall agree that apart from other consequences, I / We will forego the eligibility for the continuance of incentives and other financial concessions for further years if these incentives / financial concessions were obtained by misrepresentation of facts or in case of misutilization. I / We not only agree to pay back these incentives / financial concessions but also authorize State Government to call back the same through summary proceedings under the provisions of R.R. Act 1864

Place:

Signature of Authorized Person with name Designation & Firm/ Office Seal:

Date :

FORM – 4

APPLICATION FOR GIG ECONOMY INCENTIVES

1. Personal Details

1.1 GIG Worker's Name	Mr./ Ms. / Mrs.	
1.2 Father's/Husband's Name	C/O/ W/O S/O D/O	
1.3 Aadhaar Number		
1.4 Mobile Number		
1.5 Email ID		
1.6 PAN Number		
1.7 GST Number		
1.8 GST Certificate		
1.9 Line of Activity / Expertise		
1.10 Registration on AP GIG Worker Portal		Yes / No (if Yes – Reg ID)
1.11 Date of Registration on AP GIG Worker Portal		

2. Registered Office / Place of Work Address

2.1 Plot/ Survey No.		2.6 Street/ Village Name	
2.2 City/ Town		2.7 Country	
2.3 State		2.8 District	
2.4 Pin Code		2.9 Email ID	
2.5 Fax		2.10 Telephone Number (Including STD and ISD Code)	

3. GIG / Freelance Projects Details (Enter for each project separately)

S. No.	Particulars	Details
1	Project Name	
2.	Project Organization / Client	
3.	Client Location	
4.	Project Delivery Location	
5.	Source of Project	Website / App / Offline (Details to be provided)
6.	Total Value of Project:	INR (Provide break up with GST)
7.	Contribution to Project:	INR (Provide break up with GST)
8.	Project Duration:	Start Date:_____End Date: _____ In Months_____Days: _____
10.	Line of activity / Scope (in Brief)	

4. **Procurement Details of Eligible IT Hardware:**

Asset Name	Quantity	Vendor	Vendor Address	Tax Invoice Number	Total Cost (INR in Lakhs)

5. **Documents to be attached:**

5.1. For IT Hardware Reimbursement:

- Proof of address/ place of business
- Annual income tax returns filed
- Contract / Agreement / Email / Screenshot of Projects Acceptance and Closure
- Original GST invoices raised to client along with payment receipts and bank statements
- Proof of payment to vendor for purchase of eligible hardware (payment receipt and bank statement)
- Original invoices of eligible hardware purchased
- 3rd party verification report by NASSCOM/ CII/ ITAAP/ any other industry body appointed by CCITEI

5.2. For Performance Linked Incentive:

- Proof of address/ place of business
- Annual income tax returns filed
- Contract / Agreement / Email / Screenshot of Projects Acceptance and Closure
- Original invoices raised to client along with payment receipts and bank statements
- Professional tax/ ESI proof
- GST filings (if available)
- Gig worker to sign attendance at nearest ITE&C department facility such as designated incubation centers, APEITA office etc.
- 3rd party verification report by NASSCOM/ CII/ ITAAP/ any other industry body appointed by CCITEI

Declaration

1. I / We hereby confirm that the contents of the claim application are true to the best of my /our knowledge.
2. I am authorized to file this application and I will take full responsibility of the information mentioned. I /We hereby confirm that to the best of our knowledge and belief, information given herein before and other papers enclosed are true and correct in all respects. We further undertake to substantiate the particulars about promoter(s) and other details with documentary evidence as and when called for. I/We hereby agree that I/We shall forthwith repay the amount released to me/us under scheme, if the amount of incentive under any category are found to be disbursed in excess of the amount admissible whatsoever the reason.
3. Authorization by the other Partners/ Board of Directors Resolution wherein the Name, Designation and signature are attested.
4. I / We abide by the provision under the G.O., State Incentives and further abide by the changes / modifications made by the State Government. I / We also abide by the decisions of ITE&C Department.
5. I / We assure that the State incentives applied for will be used solely for the development of the Enterprise and shall produce utilization certificate to the ITE&C Department/ APEITA within one year and furnish annual progress report and certified copy of audited accounts to the ITE&C Department/ APEITA for a period of six (6)/ eight (8) years as applicable.
6. In case a claim is made as a Benami as defined under Benami Transactions Act 2016, I understand that action shall be taken against me as per respective provisions of the act.
7. In case of a wrong claim I shall repay the entire amount of concession(s) availed under the G.O. in Lump sum with prevailing interest.
8. I / We shall agree that apart from other consequences, I / We will forego the eligibility for the continuance of incentives and other financial concessions for further years if these incentives / financial concessions were obtained by misrepresentation of facts or in case of misutilization. I / We not only agree to pay back these incentives / financial concessions but also authorize State Government to call back the same through summary proceedings under the provisions of R.R. Act 1864

Place:

Signature of Authorized Person with name Designation & Firm/ Office Seal:

Date :

FORM – 5

APPLICATION FOR PATENT COST/ QUALITY CERTIFICATION REIMBURSEMENT

1. Personal Details

1.1 Promoter's/ Managing Director's Name	Mr./ Ms. / Mrs.	
1.2 Father's/Husband's Name	C/O/ W/O S/O D/O	
1.3 Aadhaar Number		
1.4 Mobile Number		

2. Office Address

2.1 Plot/ Survey No.		2.6 Street/ Village Name	
2.2 City/ Town		2.7 Country	
2.3 State		2.8 District	
2.4 Pin Code		2.9 Email ID	
2.5 Fax		2.10 Telephone Number (Including STD and ISD Code)	

3.Enterprise Name

3.1 Name of the Enterprise	
3.2 Type of Enterprise	
3.3 Nature of Enterprise	
3.4 PAN	
3.5 GST No	
3.6 GST Certificate	

4. Enterprise Location Details

4.1	Plot/Survey No.		4.2	Street/Village Name	
4.3	City/Town		4.4	District	
4.5	Mandal		4.6	Pin Code	
4.7	Email ID		4.8	Telephone Number	

5. Claim Period : From: To:

6. **Patent Details - Issuance**

Patent Application Number	Patent Number	Date of Filing	Date of Grant	Name of Patentee	Relation with Enterprise	Granting Authority	Country

7. **Patent Details – Cost (Currency to be mentioned)**

Patent Application Number	Granting Authority	Country	Total Cost incurred	Any Funding Received / Reimbursed	Amount Funded / Reimburse	Funding Organization	Claim Amount

8. **Documents to be attached:**
   - Original invoices for payment of fees, charges, etc.
   - Payment receipts
   - Acknowledgement of patent filing/ application
   - Patent award/ approval certificate

9. **Quality Certification Details - Issuance**

Application Number	Certificate Number	Date of Filing	Date of Issue	Issued To	Relation with Enterprise	Issuance Authority	Country

10. **Quality Certification Details – Cost (Currency to be mention)**

Patent Application Number	Granting Authority	Country	Total Cost incurred	Any Funding Received / Reimbursed	Amount Funded / Reimburse	Funding Organization	Claim Amount

11. **Documents to be attached:**
   - Audited annual financial statement
   - Details of quality certifications approved
   - Acknowledgement of application for certification

- Payment receipt
- Certificate of approval for quality certificates awarded

Declaration

1. I / We hereby confirm that the contents of the claim application are true to the best of my /our knowledge.
2. I am authorized to file this application and I will take full responsibility of the information mentioned. I /We hereby confirm that to the best of our knowledge and belief, information given herein before and other papers enclosed are true and correct in all respects. We further undertake to substantiate the particulars about promoter(s) and other details with documentary evidence as and when called for. I/We hereby agree that I/We shall forthwith repay the amount released to me/us under scheme, if the amount of incentive under any category are found to be disbursed in excess of the amount admissible whatsoever the reason.
3. Authorization by the other Partners/ Board of Directors Resolution wherein the Name, Designation and signature are attested.
4. I / We abide by the provision under the G.O., State Incentives and further abide by the changes / modifications made by the State Government. I / We also abide by the decisions of ITE&C Department.
5. I / We assure that the State incentives applied for will be used solely for the development of the Enterprise and shall produce utilization certificate to the ITE&C Department/ APEITA within one year and furnish annual progress report and certified copy of audited accounts to the ITE&C Department/ APEITA for a period of six (6)/ eight (8) years as applicable.
6. In case a claim is made as a Benami as defined under Benami Transactions Act 2016, I understand that action shall be taken against me as per respective provisions of the act.
7. In case of a wrong claim I shall repay the entire amount of concession(s) availed under the G.O. in Lump sum with prevailing interest.
8. I / We shall agree that apart from other consequences, I / We will forego the eligibility for the continuance of incentives and other financial concessions for further years if these incentives / financial concessions were obtained by misrepresentation of facts or in case of misutilization. I / We not only agree to pay back these incentives / financial concessions but also authorize State Government to call back the same through summary proceedings under the provisions of R.R. Act 1864

Place:

Signature of Authorized Person with name Designation & Firm/ Office Seal:

Date:

FORM – 6

APPLICATION FOR TRANSPORT SUBSIDY

1. Personal Details

1.1 Promoter's/ Managing Director's Name	Mr./ Ms. / Mrs.	
1.2 Father's/Husband's Name	C/O/ W/O S/O D/O	
1.3 Aadhaar Number		
1.4 Mobile Number		

2. Office Address

2.1 Plot/ Survey No.		2.6 Street/ Village Name	
2.2 City/ Town		2.7 Country	
2.3 State		2.8 District	
2.4 Pin Code		2.9 Email ID	
2.5 Fax		2.10 Telephone Number (Including STD and ISD Code)	

3.Enterprise Name

3.1 Name of the Enterprise	
3.2 Type of Enterprise	
3.3 Nature of Enterprise	
3.4 PAN	
3.5 GST No	
3.6 GST Certificate	

4. Enterprise Location Details

4.1 Plot/Survey No.		4.2 Street/Village Name	
4.3 City/Town		4.4 District	
4.5 Mandal		4.6 Pin Code	
4.7 Email ID		4.8 Telephone Number	

5. Claim Period : From: To:

6. **Current Employment Information (Full-Time only on Payroll / Vendor)**

Month: **Year:**

Employment Category	Initial Strength (as on 1st April 2020)	Current Strength	Employment Positions Created (Since 1st April 2020)	Total Positions Completing 1 Year of Employment
Management Level				
Supervisory Level				
Staff (above 10 LPA CTC)				
Staff (above 5 LPA up to 10 LPA CTC)				
Staff (below 5 LPA CTC)				
Total				

The above information is to be provided separately for each month

7. **Employee Utilizing Company Transport:Month:_Year: _**

Employment Category	On Payroll		Vendor / Third Party		Total (No's)	Employees Utilizing Company Transport
	Male (No's)	Female (No's)	Male (No's)	Female (No's)		
Management Level						
Supervisory Level						
Staff (above 10 LPA CTC)						
Staff (above 5 LPA up to 10 LPA CTC)						
Staff (below 5 LPA CTC)						
Total						

The above information is to be provided separately for each month

8. **Vendor Wise Transport Cost Breakup:**

Month	Vendor Name	Invoice Number	Invoice Amount	No of Employees (availing transport facility)

9. **Documents to be attached:**
   - Audited annual financial statement for most recent financial year
   - Employee register with designations, job roles, responsibilities, annual CTC
   - CA certificate attesting total no. of employment positions in the state for each month of the claim period and the most recent month in which claim is submitted

- CA certificate attesting the total no. of employment positions utilizing company transport service each month during the claim period and the most recent month in which claim is submitted
- Original invoices from transport vendor for the entire duration of claim period
- Payment receipts for payments made to transport vendor
- 3rd party verification report for proof of employment strength by NASSCOM/ CII/ ITAAP/ any other industry body appointed by CCITEI.

Declaration

1. I / We hereby confirm that the contents of the claim application are true to the best of my /our knowledge.
2. I am authorized to file this application and I will take full responsibility of the information mentioned. I /We hereby confirm that to the best of our knowledge and belief, information given herein before and other papers enclosed are true and correct in all respects. We further undertake to substantiate the particulars about promoter(s) and other details with documentary evidence as and when called for. I/We hereby agree that I/We shall forthwith repay the amount released to me/us under scheme, if the amount of incentive under any category are found to be disbursed in excess of the amount admissible whatsoever the reason.
3. Authorization by the other Partners/ Board of Directors Resolution wherein the Name, Designation and signature are attested.
4. I / We abide by the provision under the G.O., State Incentives and further abide by the changes / modifications made by the State Government. I / We also abide by the decisions of ITE&C Department.
5. I / We assure that the State incentives applied for will be used solely for the development of the Enterprise and shall produce utilization certificate to the ITE&C Department/ APEITA within one year and furnish annual progress report and certified copy of audited accounts to the ITE&C Department/ APEITA for a period of six (6)/ eight (8) years as applicable.
6. In case a claim is made as a Benami as defined under Benami Transactions Act 2016, I understand that action shall be taken against me as per respective provisions of the act.
7. In case of a wrong claim I shall repay the entire amount of concession(s) availed under the G.O. in Lump sum with prevailing interest.
8. I / We shall agree that apart from other consequences, I / We will forego the eligibility for the continuance of incentives and other financial concessions for further years if these incentives / financial concessions were obtained by misrepresentation of facts or in case of misutilization. I / We not only agree to pay back these incentives / financial concessions but also authorize State Government to call back the same through summary proceedings under the provisions of R.R. Act 1864

Place:

Signature of Authorized Person with name Designation & Firm/ Office Seal:

Date :

FORM – 7

APPLICATION FOR INCENTIVES TO TRAINING INSTITUTES

1. Personal Details

1.1 Promoter's/ Managing Director's Name	Mr./ Ms. / Mrs.	
1.2 Father's/Husband's Name	C/O/ W/O S/O D/O	
1.3 Aadhaar Number		
1.4 Mobile Number		

2. Office Address

2.1 Plot/ Survey No.		2.6 Street/ Village Name	
2.2 City/ Town		2.7 Country	
2.3 State		2.8 District	
2.4 Pin Code		2.9 Email ID	
2.5 Fax		2.10 Telephone Number (Including STD and ISD Code)	

3. Training institute details:

3.1 Name of the Training Institute	
3.2 Type of institute	
3.3 Nature of institute	
3.4 PAN	
3.5 GST No	
3.6 GST Certificate	
3.7.List of Courses Offered	
3.8. Areas of specialization	

4. Training Institute: Location Details

4.1 Plot/Survey No.		4.2 Street/Village Name	
4.3 City/Town		4.4 District	
4.5 Mandal		4.6 Pin Code	
4.7 Email ID		4.8 Telephone Number	

5.Details of Managing director and Partners:

6. **Employment Creation Information (only full-time employment)**

Employment Category	Male (No's)	Female (No's)	Total (No's)
Staff (above 10 LPA CTC)			
Staff (above 5 LPA up to 10 LPA CTC)			
Staff (below 5 LPA CTC)			
Total			

7. **Student and Course Details**

S. No.	Student Name	Student ID	Nameof Course	Course Duration	Course End Date	Examination Conducted (Yes /No)	Score	Certificate No.

8. **Student Placement Record**

S. No.	Student Name	Name of Course	Course End Date	Recruiting Company Name	Employment Start Date	Employee ID	Currently Employed (Yes / No)	If No, End Date

9. **Bank Details (for incentives disbursement)**

Type of Account	Bank Name	Branch	IFSC Code	Account No.	Re-enter Account No.	Upload Canceled cheque leaf

10. **Documents to be attached:**
    - Audited annual financial statement for most recent financial year
    - Receipt for fees paid by candidate & original GST invoice raised
    - Attestation from HR of recruiting company on company letter head stating that training institute assisted in hiring of the candidate

- CA certificate attesting detailed list of students who got placed in full-time jobs with assistance from institute, for the entire claim period

Declaration

1. I / We hereby confirm that the contents of the claim application are true to the best of my /our knowledge.
2. I am authorized to file this application and I will take full responsibility of the information mentioned. I /We hereby confirm that to the best of our knowledge and belief, information given herein before and other papers enclosed are true and correct in all respects. We further undertake to substantiate the particulars about promoter(s) and other details with documentary evidence as and when called for. I/We hereby agree that I/We shall forthwith repay the amount released to me/us under scheme, if the amount of incentive under any category are found to be disbursed in excess of the amount admissible whatsoever the reason.
3. Authorization by the other Partners/ Board of Directors Resolution wherein the Name, Designation and signature are attested.
4. I / We abide by the provision under the G.O., State Incentives and further abide by the changes / modifications made by the State Government. I / We also abide by the decisions of ITE&C Department.
5. I / We assure that the State incentives applied for will be used solely for the development of the Enterprise and shall produce utilization certificate to the ITE&C Department/ APEITA within one year and furnish annual progress report and certified copy of audited accounts to the ITE&C Department/ APEITA for a period of six (6)/ eight (8) years as applicable.
6. In case a claim is made as a Benami as defined under Benami Transactions Act 2016, I understand that action shall be taken against me as per respective provisions of the act.
7. In case of a wrong claim I shall repay the entire amount of concession(s) availed under the G.O. in Lump sum with prevailing interest.
8. I / We shall agree that apart from other consequences, I / We will forego the eligibility for the continuance of incentives and other financial concessions for further years if these incentives / financial concessions were obtained by misrepresentation of facts or in case of misutilization. I / We not only agree to pay back these incentives / financial concessions but also authorize State Government to call back the same through summary proceedings under the provisions of R.R. Act 186

Place:

Signature of Authorized Person with name Designation & Firm/ Office Seal:

Date :